



ADVISORY COMMITTEE ON STUDENT FINANCIAL ASSISTANCE



POSITION ANNOUNCEMENT PROGRAM ASSOCIATE

The Advisory Committee on Student Financial Assistance is an independent federal committee created by Congress to advise Congress and the Secretary of Education on student aid and higher education policy. The primary purpose of the Committee is to make recommendations that will maintain and increase access to postsecondary education for low- and moderate-income students (www.ed.gov/ACSFA).

Position Description

The Program Associate is an entry-level position with both administrative and programmatic responsibilities. The position will report to the Deputy Director, but will work very closely with all staff.

Specific duties will depend upon the needs of Advisory Committee members and staff. Areas of responsibility and related duties may include assisting staff with the following:

- **Office & Fiscal Management:** Work within the federal government data systems to reconcile budget-related transactions and other fiscal tasks; track correspondence, deliveries, and other office-related transactions; coordinate travel for members and hearing participants.
- **Event Planning:** Assist with the logistical details and preparation of all aspects of Advisory Committee events, including national hearings and site visits.
- **Publications and Media:** Maintain the Committee's website.
- **Legislative Affairs and Government Relations:** Provide technical assistance to Congress; track and prepare summaries of relevant legislation introduced in Congress.
- **Policy Research and Analysis:** Conduct research and analyses related to student financial aid, college access, and persistence; monitor student financial aid research and policy at the federal, state, and institutional levels.
- **External Relations:** Attend congressional hearings, meetings, and conferences; provide summaries of proceedings.

Minimum Qualifications

- Bachelor's degree
- Experience and/or a strong interest in pursuing a career in higher education policy
- Strong analytical and organizational skills
- Proven administrative, budgetary, and communication skills: both written and oral
- Ability to work effectively in a team environment
- Ability to handle multiple responsibilities

Preferred Qualifications

- Experience working in a higher education or other policy-related environment
- Experience constructing and maintaining websites
- Strong quantitative research skills
- Creative and energetic personality

For immediate consideration, please email your resume, salary requirements, cover letter, a writing sample, and three references to:

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